



20555 SW Rosa Rd. • Aloha • OR • 97078-3712

February 11, 2016 Board Meeting Minutes

Meeting called to order at 7:04 pm

Board Members Present: Tara Stewart, Kim Colvin, Kathy Copeland, Jason Mastrantonio, & Kevin Miller

Board Members Absent: Don Duncan

Jason moved, Kim seconded to approve the January minutes with revisions.

Homeowner attendance: 2 lots: Hofrocks (lot 232), and Smyths (lot 24)

No PIPs were submitted.

Neighborhood Watch:

Shed in back yard of homeowner was broken into and several items stolen, even though back gate was locked. The yard was accessed through the front gates.

Mail and packages have been stolen.

Leave porch lights on at night, it deters criminal activity.

President: None, absent

Vice President: Tara Stewart

Website looking good. Kim wants to have the webmaster duties and contract revised to reflect costs of webhost charges as well as website maintenance.

Treasurer: Kim Colvin

Checking account:	\$ 7,918.34
Money Market	\$28,045.45
<u>Reserve</u>	<u>\$47,179.32</u>
Total funds	\$83,143.11

Annual dues are approximately 90% collected. RV Lot 100%!

Delinquent accounts: 28 accounts totaling \$10,222.37, including finance charges.

Finance charges for February assessed and statements sent on 2/4/16.

1 account still in collections. Balance for that account is \$1908.22 including finance charges.

Kim proposes that 22 accounts to be sent to collection by the end of February.

Four accounts have either committed to making payments or have already been making payments. 1 lot is a property standards fines.

Actual YTD income is \$82K. For the first time this fiscal year, actual income exceeds projections (by \$2K).

Actual YTD expenses total \$55K. This is under budget by almost \$8K.

Operating at a profit of nearly \$27K.

Still waiting for answer from CPA regarding end of year adjustments and capitalization of expenses.

Debit card charges in January were \$58.88 for postage and tax forms.

She charged \$595.37 in February to renew our Workman's Compensation insurance policy for another year as it was about to lapse. We weren't paying for it for a while because we had overpaid and it's just now caught up with us. She anticipates spending another \$20 or so on postage in February as well.

No one on the board has responded to the spending resolution.



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General Discussion: (Not related to Treasurer's report): The Property Standards document recently updated in June, 2015 doesn't state how long a lot with fines would have to pay said fine. However, Jason has been including a date in the fine letter sent. Also, board needs to add that any amount for any reason (not just being in arrears on dues) accrued over the current past due amount on dues can go to collections.

Job descriptions for maintenance and secretary haven't been generated. Tara will go ahead and pull previous year's job descriptions and update them. She will send out the ones she has to the board for review. Spending resolution tabled until March meeting as only 1 board member has reviewed it.

If a home sells and there are dues or fines outstanding, they're paid in escrow, if not, we have no notification of a lot changing hands. Kim suggested starting to charge a transfer fee so we'll know and it will take care of the cost of a welcome packet. **Tara motioned to charge a transfer fee for new homeowners – during escrow of \$20. Kathy seconded. Motion passed unanimously.**

Jason motioned that Kelli Smyth (pronounced Smith) be elected to the board of directors to fill the vacant position. Kathy seconded. Motion passed unanimously.

Rec. Center/RV Lot: Kevin Miller

2 Rec. Center rentals. Last RV lot space has been filled and paid for.

Tara motioned to sell the Cross Creek trailer that was previously utilized by employees for landscaping. Jason seconded. Motion passed unanimously.

Property Standards: Jason M.

(Lot # 99 is fixed.) There are 20-25 violations. Between letters and knocking on doors, there are only 4 outstanding violations that will have fine letters sent. There will be 5 violation notice letters sent out. Since a lot of homeowners don't take care of the strip of dirt between the backside of their fence and the sidewalks, Jason will send notifications to the homeowners who aren't taking care of these Property Standards responsibilities.

Maintenance: Kathy Copeland

Kathy sent the quotes she's received on the pool to the board members. No quotes have been received for the Rec. Center siding. There were a couple of homeowners who have volunteered to work on the siding repair on the Rec. Center.

Finance Committee: Kim Colvin

The 2016-2017 budget has been generated and was disbursed to the board at the meeting. P&L and budget for current year was looked at and she generated it based on those documents. The only significant change to the budget was for workman's comp. insurance expense.

We've been paying the Times Delivery person \$35/monthly, even though we only budgeted \$30/month.

The board is pursuing the option of no longer hand-delivering a hard copy of the Times. Kim will submit a justification of savings.

Early bird training policy is tabled.

Pool closure for maintenance has been tabled.

Consider moving the board meeting to the first Thursday of the month. Canceling the hand delivery of the Times may solve that issue.

Kathy motioned, Kevin seconded to adjourn. Unanimously passed. Meeting adjourned at 8:47 pm.

Submitted by:

Nancy Brewer, Times Editor
Cross Creek HOA

Next meeting is scheduled for March 10, 2016.